

**WEST VIRGINIA MILITARY AUTHORITY**  
1703 COONSKIN DRIVE  
CHARLESTON, WV 25311-1085  
VACANCY NUMBER ML240606

**OPENING DATE: 06 January 2026**

**CLOSING DATE: 20 January 2026**

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**LOCATION:** WVNG Joint Base – Rock Branch Facility.  
160 Jacobson Drive, Rock Branch Industrial Park, Poca, WV

**JOB TITLE:** MA Administrative/Operations Specialist

**WORKING TITLE:** Training and Quality Manager

**PAY GRADE:** 8

**SALARY RANGE:** \$42,738.00- \$65,024.00

**HOW TO APPLY:** Anyone interested in applying for this position must submit a West Virginia Military Authority Application form and a copy of your resume to: West Virginia Military Authority, Attn. HR - employment application, 1703 Coonskin Drive, Charleston, WV 25311, or email to [ng.wv.wvarng.list.ma-hro@army.mil](mailto:ng.wv.wvarng.list.ma-hro@army.mil). All applications must be received by the closing date.

The WVMA application for employment is located on the WVMA web site:  
<https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

**PRINCIPAL DUTIES/RESPONSIBILITIES:**

This position acts as the chief integrator for quality assurance and program safety in the combat arms and leadership training. The incumbent will be required to oversee and ensure that the Hazardous Materials program meets all OSHA regulations and that it is maintained and documented properly. The incumbent ensures that organizations adhere to timelines established by the Training Management Life Cycle either through command and control or coordinating authority. Responsible for ensuring standardized courses are taught in accordance with Army, NGB, and state regulations, directives, and customer requirements. Oversees accreditation, instructor certification, quality assurance, and conduct of training. Exercises coordinating authority to ensure training is conducted to standard in other states within the region to include support activities for the conduct of training. Monitors the training battalions' execution of training missions and provides assistance as necessary. Conducts cross-state coordination through appropriate coordination authority channels. Responsible for various special programs conducted, such as Instructor Training Courses, CROWS Training, various equipment training and required yearly training.

Coordinate's school requirements and maintains liaison with WARCOM, proponent schools,

active military installations, and other agencies concerning execution of the training programs.

Prepares and justification of the budget estimates. Reviews and analyzes the program plans and information through such sources as Programs of Instructions, special schools requirements, student performance standards, etc. Based upon review and analysis, predicts program needs to execute training programs. Assures that proposed programs conform to state, proponent schools and NGB requirements. Prepares justification and develops documentation for training programs. Responsible for procurement, accountability, maintenance and management of assigned/loaned equipment, currency and storage of training aids, visual aids, school and staff library, automated data equipment, other training materials, supplies and equipment.

Supervises/manages assigned and attached personnel and oversees the preparation and maintenance of personnel. Ensures line of duty, accident and other investigations are properly and timely prepared and submitted; the timely and correct preparation and submission of officer and enlisted evaluation reports; preparation of orders and pay packages for students, staff and faculty; and the timely submission of routine and special reports.

Responsible for compliance with energy conservation programs, implementation of field sanitation, troop health programs, equal employment opportunity and sexual harassment/discrimination programs.

Responsible for maintenance of board records to include minutes and statistical data. Conducts briefings to all levels as required.

Plans and assigns work to be accomplished by subordinates. Sets priorities and prepares schedules for completion of work. Makes assignments based on priorities, difficulty, and requirements of the assignments and the capabilities of individual employees/soldiers. Conducts employment interviews. Recommends employees for appointment, promotion or reassignment.

Establishes performance standards and monitors and evaluates employee performance. Assists employees in reaching performance goals. Informs subordinates of agency policies and programs.

Supervises and reviews Army Training Readiness Requirements (operational requirements) and all automated data processes/programs and functions.

Works under general supervision of the supervisor. Performs duties within broad guidelines of established policies and procedures. Completed work is evaluated in terms of successful accomplishment of the objectives of the program.

Conducts training through classroom presentations and practical exercises.

Follows a prescribed training program for maintaining a current training program which meets DA regulatory requirements. Presents platform and practical instruction to students (includes conducting conferences, practical exercises, lectures, and other activities), follows established

lesson plans. Develops training Programs of Instruction (POI's), lesson plans, advance sheets and related materials for school and student use covering assigned blocks of material, reviews available materials to determine desired changes. Makes changes in material, including supporting documents, aids and devices, and manner of platform and practical presentation, insuring conformance to applicable format and regulatory guidance. Conducts training to provide expert military knowledge of virtual battle simulations and to place emphasis on the Mission Essential Task List (METL) and the commander's intent. Conducts training in such a way as to assist the Active Navy, Reserve, National Guard force and civilian agencies in always improving their job knowledge. Provides results through instructional ability and common knowledge of military operations and virtual simulation procedures. Controls student activities and behavior for effective learning conditions; responds to student reactions, questions, and performance without omitting established objectives, assists individual students experiencing difficulties grasping the material. Administers written and practical evaluations and checks on availability and condition of needed equipment, in making any changes required to virtual simulation instructions due to changes in the regulations that cover the simulation requirements. Monitors master schedules for each program of instruction (POI) of each course, detailing daily what is covered and the sequencing of blocks for the extent of the course specifying the order of blocks, the hours for each, the type of instruction (e.g., conference, practical exercise, etc.), the number of instructors, and any other elements such as holidays, ceremonies and other pertinent circumstances affecting the course flow. Provides a practical knowledge of instructional methods and materials to conduct courses in battle simulations and instructions. Maintains accountability of assigned TADSS in accordance with applicable Army, ARNG and local regulations, policies, and procedures. On occasion assist in the TSC warehouse to prepare TADSS for use, maintaining accountability, and conducting maintenance to ensure TADSS are fully mission capable.

Provides guidance on the application of training materials, training techniques appropriate for classroom presentation and hands-on practical exercises.

Evaluates performance of members to determine effectiveness of training and provides advice and assistance in improving performance. Evaluates effectiveness of training on task-oriented skills using the virtual simulations. Plans and sets up varied scenarios during day and night operations. Conducts simulation virtual exercises with a computer-operated control system.

Prepares and submits for approval the annual training and development plan which identifies training needs and instructional resources to meet training requirements. Use the Range Facility Management System (RFMSS) to schedules TADSS, classrooms and practical exercise training courses on a continuing basis using. Have a common knowledge of course material following regulatory requirements, training conducted within the facility. Maintains training records on database scenarios conducted for using units.

Performs related work as required and other duties as assigned.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Incumbent must be able to obtain and maintain a SECRET security

clearance.

2. Incumbent must be able to obtain and maintain a driver's license to operate transportation motor pool government vehicles.
3. May occasionally be required to work other than normal duty hours; overtime may be required.
4. Will occasionally be required to operate a forklift.
5. Incumbent must be able to lift and carry supplies and equipment weighing up to 50 pounds.
6. Incumbent may be required work outdoors or in a non-climate controlled indoor environment. May be exposed to extreme weather conditions to include extreme hot and cold, rain, ice, and snow.
7. Ability to communicate effectively in both written and orally.
8. Must possess computer knowledge (Word, Excel, Power Point)
9. Must become Common Remotely Operated Weapons Station (CROWS) certified instructor within 1 year of hire. (Training will be provided)
10. Must be willing to travel as required to support program and customer needs.(Travel on average: 1 week per month)
11. Must be able to obtain and maintain a WV State Travel Card.
12. Prior CROWS and or Crew-Served Weapons experience is preferred.

### **MINIMUM QUALIFICATIONS**

TRAINING: High school graduation or equivalent.

EXPERIENCE: Five years of full-time or equivalent part-time paid experience in adult training, organizational development, or classroom teaching at the high school level or higher.

### **SPECIAL REQUIREMENTS**

1. Position is contingent upon continued receipt of Department of Defense funding.
2. This position falls under the West Virginia Consolidated Public Retirement System.
3. Consideration will be given to all qualified applicants without regard to race, color, religion, sex, national origin, politics, age, membership or non- membership in an employee organization.

Murray "Gene" Holt II  
Director, West Virginia Military Authority